

**UNITED STATES COURTS
DISTRICT OF COLORADO**

Human Resources Division
721 19th Street, Room 129
Denver, CO 80202

APPLICATION FOR EMPLOYMENT

Before completing this application, please refer to the vacancy announcement for other documents that may be required. Failure to submit any of the requested information/documents may result in your application not being considered. Applications must be received on or by the closing date of the vacancy announcement.

Please type or print in ink:

Title of position applying for:		Job Number:
Last Name	First Name	Middle Initial
		Date:
Other name(s) previously used for employment:		
Mailing Address (including City, State and Zip Code)		
Contact Information:	(Day)	(Evening)
	(Cell)	(E-mail Address)
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, list the country of your citizenship:</i> _____		
<p>Have you ever been convicted of or pled guilty, nolo contendere, plea bargained or have charges pending to a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give details of each conviction and deposition in the space below. If additional space is needed, please attach a separate piece of paper. You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$50 or less.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Have you ever been employed by the Federal Judiciary? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide name of agency, position and title:</p>		
<p>Have you ever been employed by a Federal agency? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide name of agency, position and title:</p>		
How did you learn about us?	Date available for employment?	
<p>Do you have any relatives who are Judges, Officers or employees of the U.S. Courts? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give name, position and relationship to you:</p>		

Employment Experience

Start with your present or most recent job, include military and volunteer experience, and work back 10 years. "See Resume" is unacceptable. Please complete in full even though you may attach a resume. If additional space is needed, please attach a separate piece of paper.

Employer Name:	Dates of Employment (month/year) From: To:	Average number of hours per day:
Address:		Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____
Supervisor's Name:	Telephone Number:	Kind of business:
Reason for leaving:		
Description of work: _____ _____ _____ _____ _____ _____ _____		

Employer Name:	Dates of Employment (month/year) From: To:	Average number of hours per day:
Address:		Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____
Supervisor's Name:	Telephone Number:	Kind of business:
Reason for leaving:		
Description of work: _____ _____ _____ _____ _____ _____ _____		

Employer Name:	Dates of Employment (month/year) From: To:	Average number of hours per day:
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Address:		Starting Salary: \$ _____ per _____ Ending Salary: \$ _____ per _____
Supervisor's Name:	Telephone Number:	Kind of business:
Reason for leaving:		
Description of work: _____ _____ _____ _____ _____ _____ _____		

Military Service

Have you ever served on active duty with the military? ☐ Yes (if yes, attach a copy of DD214, Notice of Separation)
☐ No

Education

Do you have a high school diploma or G.E.D. equivalent? ☐ Yes ☐ No

Name of school _____ City/State _____

Name & location of Undergraduate & Graduate Colleges or Universities attended (include law schools)	Number of Credit Hours		Degree	Overall Grade Point Average
	Quarter	Semester		

Describe any honors, specialized training, apprenticeship, skills, including machines/equipment which relates to the position for which you are applying:

Check all applicable skills:

☐ Typing Speed: w.p.m. _____

☐ PC Skills (list operating system(s) and /or software)? _____

Background Information

- Have you ever been discharged from a position, asked to resign under the threat of discharge or been debarred from Federal employment by the Office of Personnel Management?
☐ Yes ☐ No If yes, please explain (attach separate page if necessary):

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2. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans) If yes, use item 3 to provide the type, length and amount of the delinquency or default and steps that you are taking to correct the error or repay the debt.

☐ Yes ☐ No

If yes, provide the type, length and amount of the delinquency or default and steps that you are taking to correct the error or repay the debt.

Employment References

Provide the information below of three employment related references.

1. Name: _____ Telephone: _____
Address: _____
Association: _____ Years of Acquaintance: _____
2. Name: _____ Telephone: _____
Address: _____
Association: _____ Years of Acquaintance: _____
3. Name: _____ Telephone: _____
Address: _____
Association: _____ Years of Acquaintance: _____

Applicant Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information given on or attached to this application may be grounds for not hiring me or firing me after I begin work. I understand that any information I give may be investigated.

Signature: _____ Date Signed: _____